

POLICE SPECIAL SERVICES MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Police Special Services Manager exists is to plan, direct, and manage the operations Special Services unit within the Police Department. Oversees the receiving, storing, issuing, and ordering of City owned, Police Department assigned, equipment, uniforms and property for use by employees. This classification performs responsibilities under general direction from the Administrative Services Bureau Director.

ESSENTIAL FUNCTIONS:

Plans, organizes, assigns and performs work in the Special Services Unit (SSU). Selects, trains and supervises staff; ensures staff and operations of units complies with departmental policies and procedures. Develops, monitors and assists in the SSU budget and contracts.

Performs duties as the Department Quartermaster by ordering, issuing, controlling all specialized officer equipment, vests, uniforms and administers related contracts. Administers uniform contracts; audits invoices; serves as liaison with vendors; investigates complaints; always looking for improvements and cost savings.

Monitors all approved departmental equipment assigned for control through the SSU, including the department fleet, for proper quantity and condition. Coordinates and/or handles the repair of damaged equipment, facilitates the issuance and maintains inventories of all equipment. Coordinates the issuance/retrieval of employee equipment. Facilitates and coordinates the annual departmental equipment inventory.

Maintains computer records requiring continuous and repetitive hand/eye movement on the disposition of department equipment. Operates all department equipment requiring skilled hand movements. Coordinates and/or physically completes the necessary sorting, filing, data entry, arranging of files, resource materials, and invoices in the prescribed manner.

Coordinates the acquisition, installation and maintenance of radio, video, phone, radar, batteries, etc. for vehicles and police personnel. Researches and makes recommendations on equipment purchases and deals with service or reliability issues.

Conducts research on replacement/new equipment for future department consideration. Conducts briefings for staff on the overall status of department equipment issues and future needs.

Coordinates with and facilitates a effective working relationship with other city departments to resolve issues and concerns of both parties.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

Police procedures, the principles and practices of warehousing; knowledge of and the ability to supervise.

Ability to:

Prepare reports and maintain records on a computer terminal requiring continuous and eruptive hand/eye movement. Effectively communicate with police staff at all levels, other city workers, vendors, and the general public.

Operate a motor vehicle requiring a valid Arizona driver's license with no major driving citations in the past 39 months.

Move heavy objects (50 lbs or more) both short and long distances; climb ladders and steps to reach objects; lift arms above shoulder level; prepare boxed items; perform physical inventories.

Operate standard office equipment, common hand tools, cleaning equipment requiring repetitive arm and hand movements

Produce written documents with clearly organized thoughts using proper sentence structure, grammar and punctuation.

QUALIFICATIONS:

Requires a high School diploma and two to four years experience in police work, warehousing, or related field including some supervisory experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified